



JOB DESCRIPTION

Position Title: **Senior Technician**

Working Area: **Court Administration**

Class Code: 5326

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical work involving the installation and repair of computers and computer peripheral equipment, and monitoring computer operations.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists with the coordination of computer operations in support of the judiciary and judicial support staff. Trouble shoots and repairs computer equipment and diagnoses software problems. Maintains records of all computer maintenance work performed.

Maintains inventory records of all computer equipment assigned to the court. Maintains appropriate records of all site licenses, software registrations, and application licenses.

Serves as Webmaster and maintains all Web sites associated with the Court Administration area.

Maintains and set-up all video conferencing equipment.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of computer operation, principles of computer networking, set-up and repair of all hardware, software, and peripheral equipment. Knowledge of Web site development.

Ability to operate computer systems and all associated peripheral equipment. Ability to repair and maintain computer peripheral equipment. Ability to maintain and arrange for repairs of video conferencing equipment. Ability to communicate effectively both orally and in writing.

Associates Degree and two (2) years' experience in working with computer equipment and computer equipment.

Incumbent will use own transportation to travel to remote sites to perform some duties.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. The incumbent must be able to lift boxes and equipment weighing 40 pounds. This position has regular exposure to

radiant and electrical energy found in an office environment. This position requires day travel on a regular basis to court facilities and other locations.